ROLODEX®
ELECTRONICS

RFPP-12b

Personal Organizer
Agenda électronique multilingue
Banco de datos multilingüe

User's Guide • Mode d'emploi • Manual del usuario

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Getting Started

To Use this Organizer for the First Time

The first time you use this organizer, you should perform a system reset. **Warning!** A system reset erases any user-entered information and clears all settings.

1. **Turn the organizer over and carefully pull the battery insulation tape to remove it.**
2. **Press ON to turn the organizer off.**
3. **Use a thin, pointed object (e.g., a paper clip) to press the reset button on the back of the organizer.**
4. **Press ENTER to reset the organizer.**

To Change the Language

This organizer can display prompts and other messages in five languages.

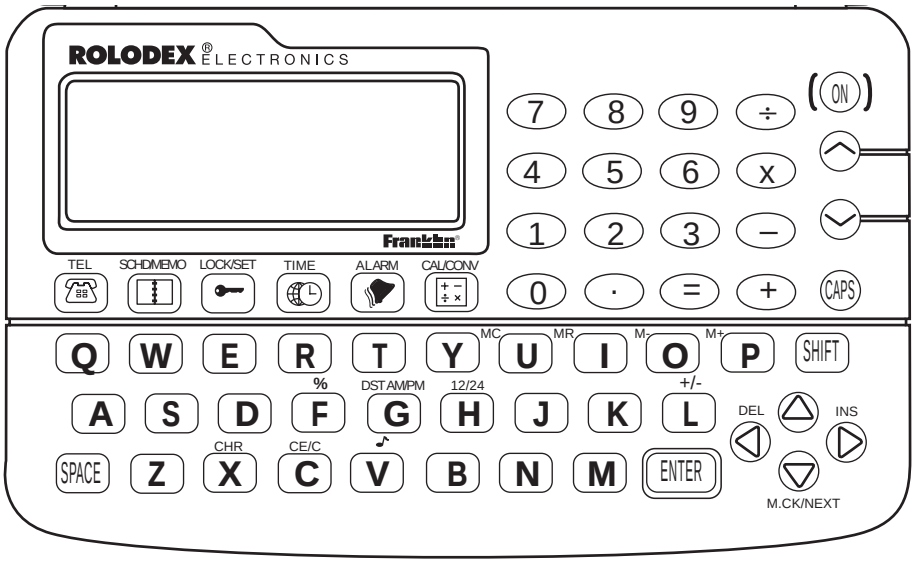
1. **Press SHIFT.**
2. **Press A for English, S for Spanish, D for German, F for French, or G for Italian.**

To Turn the Keytone Off or On

The keytone is the beep that sounds whenever a key is pressed. When the keytone is on, an icon (♪) appears at the upper left of the screen.

1. **Press SHIFT.**
2. **Press V (♪).**

Key Guide



Function Keys

(TEL) Toggles between the business and personal phone directories.

(SCHD/MEMO) Toggles between the schedule and memos.

(LOCK/SET) Sets the home and world times, daily alarm, the secret mode, and exchange rates.

(TIME) Toggles between the home and world time.

(ALARM) Selects the alarm clock and then cycles through the daily, hourly, and reminder alarms to activate/deactivate them. Also turns off a sounding daily or schedule record alarm.

(CAL/CONV) Toggles between the calculator and converter.

Other Keys

CAPS Diengages/engages the capital letters lock.

C (CE/C) Shifted, lets you delete a record.

ENTER In a record, moves the cursor to the next line. At the last line, stores the record.

G (DST AM/PM) When the home time is displayed, turns daylight savings on or off. When setting the home time, sets a.m. or p.m.

H (12/24) Shifted, toggles times between 12- and 24-hour time display.

ON Turns the organizer on or off.

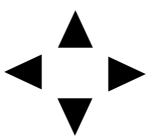
SHIFT Pressed once, shifts a key to perform the function printed above the key. Pressed twice, activates the shift lock.

SPACE Types a space in records.

X (CHR) Shifted, types special characters.

V (♪) Shifted, turns the keytone on or off.

Direction Keys



Unshifted, moves cursor. Shifted, ◀ (DEL) deletes a character, ▶ (INS) inserts a space,and ▼ (M.CK/NEXT) displays memory remaining.

Displays records, world times, conversions.

Calculator Function Keys

C (CE/C) Clears the most recent entry.

F (%) Calculates a percentage.

I (MR) Retrieves a number from the memory.

L (+/-) Changes the sign (+/-) of a number.

O (M-) Stores a negative number in the memory.

U (MC) Clears the memory.

P (M+) Stores a positive number in the memory.

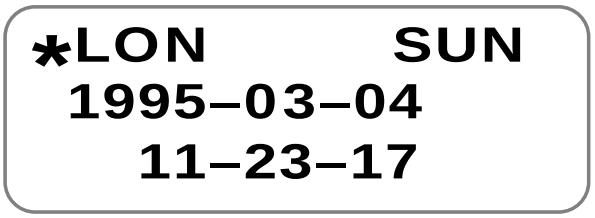
Using the Clock

The clock lets you set a home time and view local times around the world. You should set the home time before viewing the world times or using the schedule.

To Set the Home Time

If you want to set the time to a.m. or p.m., make sure that the 12-hour time display is turned on by pressing H (12/24) until an A or P appears before the time.

1. Press (TIME) until the home time appears.



The home time has an asterisk at the upper left.

2. Press (LOCK/SET).

3. Use ▲ or ▼ to change the time zone.

If you want, you can type a city name or abbreviation of up to six characters.

4. Use ◀ (DEL) and ▶ (INS) to move the flashing cursor.

5. Type the date and time.

If the cursor is on the time (i.e., third) line and the 12-hour time display is set (see above), you can change the time to or from a.m. or p.m. by pressing G (DST AM/PM).

6. When done, press ENTER to save your settings.

The day of the week changes when you save your settings.

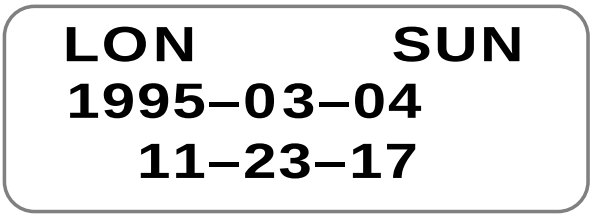
7. To change the time to or from daylight savings time, press G (DST AM/PM).

Daylight savings time is indicated by an # next to the day of the week.

To View the World Times

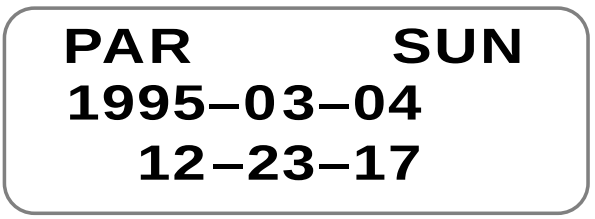
The world times are calculated by adding or subtracting hours to or from your home time. They are not separate clocks that can be set independently of the home time.

1. Press (TIME) until a world time appears.



The absence of an asterisk before the city abbreviation indicates that this is a world time.

2. Use ⌃ or ⌄ to change the time zone.



Using the Alarms

This organizer has three types of alarms: a single daily alarm, a schedule reminder alarm, and an hourly chime.

To Use the Daily Alarm (′((•)))

The daily alarm is based upon the home time and is not affected by time zone changes.

1. **Press (ALARM).**
2. **Press (LOCK/SET).**
3. **Type an hour and minutes.**
4. **Use G (DST AM/PM) to change the time to or from a.m. or p.m.**
5. **Press ENTER to save your settings.**

   The ′((•)) icon indicates that the daily alarm is set.
6. **When the daily alarm sounds, press to turn off the sound.**

Enabling or Disabling Reminder Alarms (((\)))

To enable a reminder alarm to sound whenever a schedule record occurs, press until the **((\))** icon appears at the right on the screen. To disable the schedule reminder alarm, press until the **((\))** icon disappears.

Enabling or Disabling the Hourly Chime (/)

To enable the hourly chime, press until the bell icon appears at the right on the screen. To disable it, press until the bell icon disappears..

Entering Records

To Enter a Phone Directory Record

Business and personal phone directory records can contain three lines of information of up to 36 characters per line. The second and third lines store only numbers.

You can also enter an e-mail address in each phone directory record.

1. Press ☎ (TEL) until the business or personal phone directory appears.

2. Type a name or other information.

- To type lower case letters, press CAPS to disengage the caps lock (notice that the CAPS icon disappears from the bottom of the screen) and then type letters. Press CAPS to engage the caps lock.
- To type symbols (e.g., $, :, #), press SHIFT twice to engage the shift lock, press X (CHR) until the correct symbol appears, and then press SHIFT.

3. Do one of the following:

- To enter an e-mail address, press ENTER, type the address, and then press ENTER again. (To type an @ sign in an e-mail address, press SHIFT and then press X (CHR).)
- To enter a phone number, press ▼ (M.CK/NEXT) to go to the next line, type the number, and then press ENTER. (To type a hyphen, use the minus key. To type a period, press the decimal point key.)

4. In the third line, type another phone number.

5. Press ENTER to store the entry.

To Enter a Schedule Record or Memo

Schedule records and memos contain three lines of information of up to 36 characters per line. The second and third lines store only numbers. You can also set a reminder alarm to sound whenever a scheduled event occurs. Read “Using the Alarms.”

1. Press (SCHD/MEMO) until the schedule or memo pad appears.

2. Type an event description or memo.

- To type lower case letters, press CAPS to disengage the caps lock (notice that the CAPS icon disappears from the bottom of the screen) and then type letters. Press CAPS to engage the caps lock.
- To type symbols (e.g., $, :, #), press SHIFT twice to engage the shift lock, press X (SYM) until the symbol you want appears, and then press SHIFT.

3. Press ENTER or ▼ (M.CK/NEXT) to go to the next line.

4. In the second line, type the year, month, and date of the event, and then press ENTER or ▼ (M.CK/NEXT).

If you are entering a memo, you can type numbers in the second and third lines.

5. In the third line, type the time of the event.

6. To change the time to or from a.m. and p.m., press G (DST AM/PM).

The cursor must be positioned at a time digit (hour or minute) and the home time must be in the 12-hour time display.

7. Press ENTER to store the record.

Viewing and Changing Records

You can easily find, view, edit, and delete your phone directory records, schedule records, and memos.

To Find and View a Record

1. Use (TEL) or (SCHD/MEMO) to select a database.

2. Do one of the following:

- Use ^ or v to view the records alphabetically,
- Or type the first character(s) of a record and then use ^ or v until the record appears.

3. At phone directory record, press ▼ (M.CK/NEXT) to view the e-mail address, if any. Then press ▼ (M.CK/NEXT) to return to the record.

To Edit a Record

1. Find a record.

2. Press SHIFT and then press ▶ (INS).

3. To move the cursor, use ▶, ◀, ▼ or ▲.

4. Type your changes.

5. Press ENTER to store the changes.

To Delete a Record

1. Find a record.

2. Press SHIFT.

3. Press C (CE/C).

4. Press ENTER to delete it. Or press any other key to cancel the deletion.

Using Password Protection

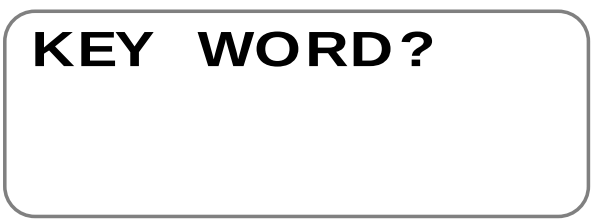
This organizer has a secret mode, which lets you create secret business phone directory records, personal phone directory records, and schedule records that only someone with the password you set can use.

> **Warning!** Your secret records can be viewed only if you remember your password, so always write down your password and keep it in a separate location.

To Set the Password

1. Toggle (TEL) or press (SCHD/MEMO).

2. Press (LOCK/SET).



3. Type a password of up to six characters.

Remember to write down your password and keep it in a separate location.

4. Press (LOCK/SET) to store the password and activate the secret mode.

The key icon on the screen indicates that the secret mode is activated.

5. To deactivate the secret mode, press (LOCK/SET) twice.

To Enter Secret Records

1. Toggle (TEL) or press (SCHD/MEMO).

2. Type a record.

To learn how, read “Entering Records.”

3. **Press (LOCK/SET) to activate the secret mode.**
   Notice that the key icon appears on screen.
4. **Press ENTER to store the secret record.**

To View Secret Records

Important! To view your secret records, the secret mode must be activated and the business or personal directory, or the schedule, must be selected.

1. **If the secret mode is not activated, press (LOCK/SET) until the flashing key icon appears and then enter your password.**
   The key icon indicates the secret mode is activated.
2. **Toggle (TEL) or press (SCHD/MEMO).**
3. **View any secret records.**
   To learn how, read “Viewing and Changing Records.”

To Change the Password

Important! To change the password, the secret mode must be activated.

1. **If the secret mode is not activated, press (LOCK/SET) until the flashing key icon appears and then enter your password.**
2. **Press (LOCK/SET).**
3. **Press SHIFT.**
4. **Use ◀(DEL) and ▶(INS) to move the cursor, type your changes, and then press (LOCK/SET).**

Using the Calculator

To Make Calculations

1. **Press (CAL/CONV) until the calculator screen appears.**

2. **Type a number.**

   You can type up to 10 digits. To change the number to or from positive or negative, press L (+/-).

3. **Press the addition, subtraction, multiplication, or division key.**
4. **Type another number.**
5. **Press = to make your calculation.**
6. **To clear the calculation, press C (C/CE).**

   Or press F (%) to calculate a percentage.

To Use the Calculator Memory

1. **Make a calculation as shown above or simply type a number in the calculator.**
2. **Press P (M+) to add the result to the memory as a positive number or O (M-) to add it to the memory as a negative number.**
3. **To retrieve the number from memory, press I (MR).**
4. **To clear the calculator memory, press U (MC).**

Converting Measures and Currency

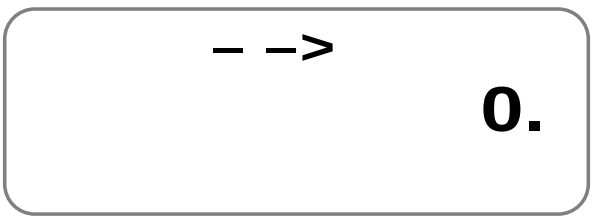
To Perform Metric Conversions

1. **Press (CAL/CONV) until the inches-to-centimeters conversion screen appears.**
2. **Press ⌄ or ⌃ until the desired conversion appears.**
3. **To change the direction of the conversion, press ◀ (DEL) or ▶ (INS).**
4. **Type a number.**
5. **Press ENTER to convert it.**

To Set Exchange Rates

You can set more than one exchange rate and convert currencies in both directions.

1. **Press (CAL/CONV) until the inches-to-centimeters conversion screen appears.**
2. **Press ⌄ or ⌃ until the blank conversion screen appears.**



This is the blank conversion screen.

3. **Press (LOCK/SET).**
4. **Type a short abbreviation for the source currency (e.g., *USD* for U.S. dollars).**
5. **Press ▶ (INS).**
6. **Type a short abbreviation for the target currency**

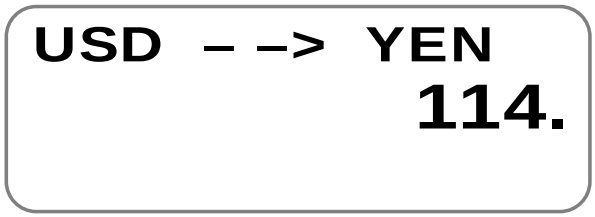
(e.g., *YEN*) and then press ENTER.

7. **Type an exchange rate (units of the target currency per one unit of the source currency).**
8. **Press ENTER to save the exchange rate.**

To Convert Currencies

Note: To convert currencies, you must first set their exchange rates. To learn how, read “To Set Currency Exchange Rates” above.

1. **Press (CAL/CONV) until the inches-to-centimeters conversion screen appears.**
2. **Press ⌄ or ⌃ until the appropriate conversion screen appears.**



3. **To change the direction of the conversion, press ◀(DEL) or ▶(INS).**
4. **Type units of the source currency.**
5. **Press ENTER to convert it to the target currency.**

This organizer may change operating modes due to electrostatic discharge. Normal operation of this organizer can be re-established by pressing the ON key twice or pressing its reset button.

Using Other Functions

To Check the Memory

1. **Press SHIFT.**
2. **Press ▼ (M.CK/NEXT).**

The number indicates bytes remaining.

To Reset the Organizer

Warning! Resetting the organizer permanently erases all the information entered in it. Perform a reset only when you want to erase and lose all your information.

1. **If needed, turn the organizer on.**
2. **Using the pointed end of a paper clip, press the recessed reset button on the back of the organizer.**

   RESET? should appear on the screen.
3. **Press ENTER to reset the organizer. Or press any other key to cancel the reset.**

Replacing the Battery

This organizer uses one CR2025, 3-volt lithium battery. Before you follow these steps you should have a small Phillips screwdriver and the new battery at hand.

Warning! When no battery is installed, this organizer will save your information for only about 30 seconds. So quickly install the new battery when you remove the old one.

1. **Turn off the organizer and turn it over.**
2. **With the Phillips screwdriver, remove the two screws at the top of the battery cover and then remove the lid.**

   Do not remove the screws at the sides of the organizer.
3. **Remove the old battery and quickly replace it with the new battery, with it positive (+) side facing you.**
4. **Replace the battery cover.**

   Warning! If *RESET?* appears when you next turn on the organizer, do not press ENTER unless you want to reset the organizer and erase all your information.

Keep Written Copies of Important Data

This organizer stores your information as long as the battery supplies power.

Warning! If the battery loses power or is removed, all your information will be lost. Information can also be lost or corrupted if you make a mistake while operating this organizer. Therefore, always keep written copies of your important information in case it is corrupted or lost.

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609-386-2500

Specifications

Models RF411-12b

Size: 11.8 x 7.1 x 1.1 cm • Weight: 2.0 oz (without wallet)
Battery: One CR2025 lithium • Storage capacity: 1200 items

Cleaning This Product

To clean this product, spray a mild glass cleaner onto a cloth and wipe its surface. Don't spray liquids directly onto the unit. Don't use or store your organizer in extreme or prolonged heat, cold, humidity, or other adverse conditions.

FCC Notice

Complies with the limits for a Class B computing device pursuant to Subpart B of Part 15 of FCC Rules. Operation is subject to the following two conditions (1) This device may not cause harmful interference; and (2) This device must accept any interference received, including interference that may cause undesirable operation.

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This product, excluding batteries is guaranteed by Franklin for a period of one year from the date of purchase. It will be repaired or replaced (at Franklin's option) free of charge for any defect due to faulty workmanship or materials.

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